



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-401

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| CONTRACT ADMINISTRATION AND TRANSACTIONS | 9/16/19 | NEW |
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| BASIC CONTRACT ELIGIBILITY | | 1 of 2 |

SCOPE: The scope of this policy is to define the minimum eligibility criteria for state contracts under various circumstances.

POLICY: The following factors must be validated by state agencies to ensure contracts are only awarded to eligible contractors. Individual agencies may have additional eligibility requirements, such as but not limited to those tied to federal uniform guidance, applicable licensure, etc.

Agencies are responsible for ensuring compliance at the time of entering into the contract, and for the duration of the agreement.

Certification of Collection of Sales and Use Tax

Regardless of dollar amount, agencies will not enter into any contract or order with a person, or an affiliate of that person, who are not registered, collecting and remitting Wisconsin sales or use tax on sales of tangible personal property or taxable services in Wisconsin. See PRO-415, Vendor Collection of Sales and Use Tax; Agency Tax Exemption and Payments of Certain Taxes.

Affirmative Action/Non-Discrimination

All suppliers awarded state contracts over the Contract Compliance threshold must submit affirmative action plans. See PRO-403, Non-Discrimination and Contract Compliance and PRO-101, Procurement Definitions and Thresholds.

Prohibited Economic Boycott of State of Israel

For contracts valued over the threshold prescribed in s. 16.75(10p)(c), Wis. Stats., agencies may not enter into a contract with a company unless the contract contains a provision that the company is not, and will not for the



Legal Authority

Wis. Stats. 16.705(9); 16.705(1r); 16.71(1); 16.74; 16.75(10p); 16.765; 20.931(1)(b); 77.66
Wis. Adm. Code Chapter Adm 50

Authorized:

Sara Redford, Director
State Bureau of Procurement

Agencies Affected: All, unless otherwise noted



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duration of the contract, participate in a prohibited boycott as defined in s. 20.931(1)(b). See PRO-419, Prohibited Boycotts in State Contracting.

Contractual Services Performed in the U.S.

Unless excepted, agencies may purchase contractual services only if those services are performed within the United States. See PRO-204, Contractual Services Procurement.

Federal Debarment and Requirements

For agencies awarding contracts funded by approved federal grants or programs, the agency will ensure compliance with any applicable federal eligibility regulations.



Legal Authority

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